



Public Service Commission of Wisconsin

Phil Montgomery, Chairperson
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November 21, 2011

Via ELECTRONIC COMMENT FILING SYSTEM (ECFS)

Marlene H. Dortch, Secretary
Federal Communications Commission
Office of the Secretary
445 12th Street, SW
Washington, DC 20554

In the Matter of Implementation of the Twenty-First Century
Communication and Video Accessibility Act of
2010, Section 105, Relay Services for Deaf-Blind Individuals

CG Docket No. 10-210

Ms. Dortch,

Attached is the request of the Public Service Commission of Wisconsin, seeking certification as Wisconsin's authorized National Deaf-Blind Equipment Distribution Program (NDBEDP) funding recipient. Additional documentation and information is also included in the request.

If you have questions or concerns regarding the request, please do not hesitate to contact me directly.

Chela B. O'Connor
Universal Service Fund Manager
Public Service Commission of Wisconsin

Wisconsin's Telecommunications Equipment Purchase Program

The Public Service Commission of Wisconsin (PSCW), Universal Service Fund (USF) Program has had more than 15 years of experience with a popular, uncomplicated and very successful specialized equipment distribution program. The Wisconsin Telecommunications Equipment Purchase Program (TEPP) is a voucher program that was established in 1996 to help people with disabilities buy specialized equipment they need in order to use basic telephone services. The TEPP is one of several programs paid for by the Wisconsin USF established by the Public Service Commission. The USF is funded through assessments on telecommunications providers based on their Wisconsin-specific revenues. Six categories of disabilities qualify for the TEPP program:

- Hard of hearing;
- Deaf;
- Speech impaired;
- Mobility/motion impaired;
- Deaf and low vision; and
- Deaf and Blind.

There are no income eligibility requirements for the TEPP program. For each disability, the Commission (through the USF Administrator) issues vouchers that go toward the purchase of special telecommunications equipment. Participants in this program, except for hard-of-hearing participants, are required to contribute \$100.00 towards the cost of the special equipment, plus any amount in excess of the maximum amount allowed by the Wisconsin Administrative Code. The Wisconsin USF Administrator issues vouchers to eligible people with disabilities. A customer then presents their voucher to any vendor who has been approved and has agreed to abide by the vendor guidelines established by the Universal Service Fund Council, when equipment is purchased. Vendors subsequently submit the vouchers to the Wisconsin USF Administrator for payment.

To apply for a TEPP voucher, applicants may use an on-line application as well as print the application form provided in .pdf format and mail to the address on the form.

It generally takes three to four weeks for an eligible person to receive a voucher. With respect to the \$100.00 co-payment, the Wisconsin USF works closely with the Wisconsin Department of Health Services' Telecommunications Assistance Program (TAP) to provide income-eligible customers with an additional voucher to eliminate the co-payment. The income eligibility requirement for the TAP program is 200% of the Federal Poverty Guidelines for Households.

The Wisconsin TEPP program limits voucher recipients to one voucher every three years for the same disability. If a customer's telecommunications needs change from one disability category to another within those three years, they are eligible at that time for a voucher in the new category.

Wisconsin has lists of approved equipment types and equipment vendors to ensure the appropriate equipment is being recommended and offered to eligible customers. The process is flexible, including a streamlined pre-approval process for equipment as it develops and changes to meet the needs of customers in the changing telecommunications industry or to meet needs not addressed by the approved equipment. In addition, the PSCW provides a list of locations that offer demonstrations and loans of specialized equipment so customers can make informed decisions about equipment selection. As part of the State's USF program the PSCW also provides grants and additional assistance to independent living centers to provide outreach and assistance to those seeking specialized telecommunications equipment. The PSCW also administers a separate USF program that subsidizes second lines for 2-line voice carry-over and CapTel phones.

Certification request

The PSCW TEPP together with the Wisconsin Department of Health Services' TAP and the Center for Deaf-Blind Persons, Inc. is seeking certification as Wisconsin's authorized National Deaf-Blind Equipment Distribution Program (NDBEDP) funding recipient. The application anticipates that this designation will enhance an already successful program. The PSCW, working cooperatively with the participating agencies will administer the funds as the Wisconsin Deaf-Blind Equipment Alliance (WiDBEA). As the designated recipient of the NDBEDP funds, the WiDBEA through the PSCW will be able to expand the current TEPP program and eliminate potential inefficiencies and duplication of equipment and service. The TEPP program already has long established and cooperative relationships with assistance organizations and programs, independent living centers, and social service case managers in the state. Under this grant WiDBEA will be able to leverage its collective and well-established administrative, customer service, vendor and distribution infrastructure. In addition, Wisconsin will continue to work on a regular basis to ensure access to the most effective and up-to-date technologies in the specialized equipment industry.

Wisconsin Department of Health Services' Office for the Deaf and Hard of Hearing (ODHH) TAP is a state funded program that provides funding for co-payment for TEPP equipment, to eligible, low income deaf, deafblind, late deafened and hard of hearing individuals for the purchase of telecommunications devices (visual alerting devices, amplifiers, etc.) In addition, ODHH provides training and education to agencies, organizations and other entities on communication strategies and the use of communication technology and assistive listening devices as well as providing information to the deaf, deaf and blind, and hard of hearing consumers regarding the changing communication technology and explaining the necessary equipment available to meet their needs.

The Center for Deaf-Blind Persons (CDBP) has 25 years of experience in working with individuals with the dual sensory loss. CDBP will be able to assist with marketing of this project as well as to assess, consult, setup, and train individuals on the various adaptive devices. All staff know sign language and three CDBP staff members are proficient in Braille.

The PSCW has experience and expertise in the area providing access to material, distribution and administration of specialized equipment distribution programs. In addition, the PSCW has expertise in telecommunications and advanced communications services.

The PSCW is also exploring the possibility of partnering with the Wisconsin Deaf-Blind Technical Assistance Project (WDBTAP) to help provide access to assistive technologies to children under this grant. WDBTAP is a federally funded technical assistance and dissemination project. WDBTAP aligns resources to families, agencies and schools supporting infants, children and youth age birth - 21 with combined vision and hearing loss and will be able to collaborate with the project in many ways including project awareness, marketing and focusing on transitioning.

Telecommunications Equipment Purchase Program (TEPP) APPLICATION FOR VOUCHER

For questions about this application or the Telecommunications Equipment Purchase Program (TEPP), please call: (608) 274-1980 Voice, (608) 274-4448 TTY, or email TEPP@Wipfli.com. As an alternative, you may also fill out and file your application from our website at: <http://psc.wi.gov/> Enter "TEPP Application" in the search box in the upper left corner.

MAIL OR FAX APPLICATION TO:

USF Fund Administrator, c/o Wipfli LLP
P.O. Box 8700, Madison, WI 53708-8700
or
(608) 274-8085 (fax)

PERSONAL INFORMATION

This information is required. Please print your responses.

Applicant's Name (Last, First, Middle) (Maiden, if applicable):

Applicant's Street Address or Rural Home Address (No P.O. Boxes)

Apt. No.

City

State

ZIP Code

Telephone No.: () - ☐ TTY ☐ Voice ☐ Video Phone

Email Address:

Required - last four digits only

Social Security No.: XXX-XX-

Required

Date of Birth: / /

DISABILITY CATEGORY (CHECK ONE) Select the category that most affects your ability to use the telephone. If you have multiple disabilities and may need equipment approved under two categories, please state that in the comment section below.

- ☐ Hard of Hearing (Voucher Maximum \$100 with no co-payment required)
- ☐ Severely Hard of Hearing or Deaf (Voucher Maximum \$800)
- ☐ Speech Impaired (Voucher Maximum \$1,600)
- ☐ Mobility Impaired or Motion Impaired (Voucher Maximum \$1,600)
- ☐ Severely Hard of Hearing or Deaf **and** Low Vision (Voucher Maximum \$2,500)
- ☐ Severely Hard of Hearing or Deaf **and** Blind (Voucher Maximum \$7,200)

COMMENTS:

HOUSEHOLD INFORMATION *Optional – Fill in only if requesting assistance with co-payment.*

There is no income limit for participating in TEPP. Income information will only be used to determine if applicants with hearing loss are eligible for assistance which can pay the \$100 co-payment required under the Severely Hard-of-Hearing or Deaf categories.

Number of people in your household: _____

Annual household income: \$ _____

Use the most recent tax return or total all household income for yourself and spouse including Social Security, wages, SSI, and other benefits.

SELF-CERTIFICATION AND SIGNATURE

I certify that I have a disability in the category checked above that limits or curtails my access to or use of telecommunications services. Equipment to be purchased with this voucher is necessary for me to effectively access telecommunications services.

I understand that any deliberate fraud or misuse of this program will result in legal action taken by the State of Wisconsin. I understand that I need to make a \$100 co-payment when I purchase the equipment unless I qualify for TAP assistance or checked the Hard of Hearing category.

THESE STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant Signature or Guardian Signature (check box)

☐ Guardian

Date

The information requested on this form is used to administer the Universal Service Fund pursuant to s. 196.218, Stats., and PSC 160.71, Wis. Adm. Code is used to determine eligibility for the Universal Service Fund programs of the Public Service Commission of Wisconsin. Completion of this form is voluntary; however, failure to furnish the requested information may result in denial of eligibility under this program. Personal information collected on this form is not likely to be used for purposes unrelated to the Universal Service Fund programs.

Applications are processed in the order they are received. Vouchers will be issued on a first come, first served basis in compliance with rules governing the Universal Service Fund. Specific limitations will apply as identified in PSC §160.07 and 160.071, relating to funding, definition of disability and voucher amount. Voucher recipients are responsible for the first \$100 of the equipment purchased, unless they qualify for TAP assistance or applied in the Hard of Hearing Category. Voucher recipients are also responsible for any additional amount exceeding the maximum value of the voucher plus the co-payment.

What kind of telephone equipment will TEPP allow me to buy?

Some common examples are:

- ☎ TTY
- ☎ Amplified telephone
- ☎ Amplified handset or headset
- ☎ TTY with Braille or large visual display
- ☎ TTY modem and software
- ☎ VCO, HCO or CapTel¹ telephone
- ☎ Hands-free speaker telephone
- ☎ Telephone signaling system, and
- ☎ Other specialized equipment may be approved on an individual basis

How do I apply or get answers to my questions?

Go on-line at: <https://tepp.wipfli.com> to fill out an application or click on "TEPP Information" to print an application or find answers to your questions. You can also get an application or ask questions by calling or writing:

Public Service Commission
P.O. Box 7854
Madison, WI 53707-7854

☎ (608) 267-1479 TTY
☎ (800) 251-8345 TTY
☎ (608) 231-3305 Voice
☎ (608) 266-3957 Fax
pscrecs@psc.state.wi.us E-Mail

¹ Information on voice carry-over (VCO) and hearing carry-over (HCO) services can be obtained from the Wisconsin TRS by calling 1-800-283-9877 (TTY) or 1-800-395-9877 (voice).

Where do I send my TEPP form

USF Administrator
Wipfli LLP
P.O. Box 8700
Madison, WI 53708-8700

☎ (608) 274-1980 Voice
☎ (608) 274-4448 TTY
☎ (608) 274-8085 Fax
TEPP@Wipfli.com E-Mail

When will I receive the voucher?

It can take several weeks from the time you mail an application to when you receive your voucher in the mail. It also takes longer if you apply for TAP.

How do I use a TEPP voucher?

Choose your equipment and where you want to buy it. Use the voucher (like a check) to pay a TEPP vendor for your qualifying special equipment. You pay: 1) \$100 (unless TAP qualified or using an HH voucher), 2) for any purchase amount over the total of the voucher plus your \$100, and 3) for any non-qualifying items purchased. Vouchers must be used within 120 days (4 months) of the date issued or they expire.



PSC of Wisconsin 12/2009

PUBLIC SERVICE COMMISSION
OF WISCONSIN

*Would some special
equipment help you make
better personal use of the
telephone?*

TEPP

Telecommunications Equipment Purchase Program

*....is the way to get
telephone equipment
you need at a reasonable
cost.*

What is the Telecommunications Equipment Purchase Program (TEPP)?

The TEPP helps people with disabilities buy equipment they need in order to use basic telephone services. The TEPP is paid for by the Wisconsin Universal Service Fund (USF) established by the Public Service Commission. Money is collected from Wisconsin telephone service providers to fund the USF.

This sounds too good to be true! What's the catch?

There is NO CATCH. All you do is fill out an application on-line or send in the simple application form.

TEPP requires that an applicant:

- Be a Wisconsin resident.
- Be a person who is deaf, hard of hearing, speech impaired, or mobility or motion impaired.
- Needs special equipment to use the telephone in the home or when traveling (like a TTY, amplification, visual alert system, etc.).

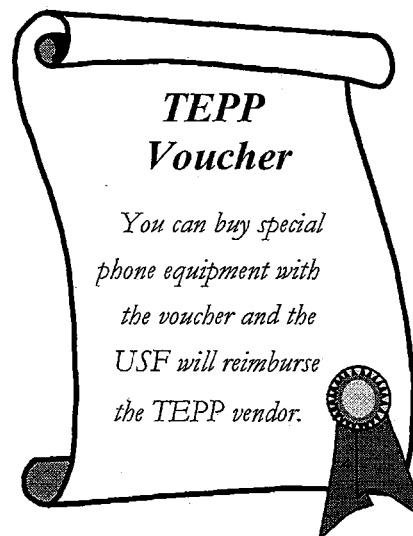
There is no age or income limit, but an individual can only get a TEPP voucher once every three years for the same type of disability.

How much will TEPP pay?

The amount depends on your disability. On the application form, you must identify which disability affects your telephone use. You will be mailed a voucher (like a check) for the amount based on your disability category.

Below are the voucher amounts for each category of disability:

Type of disability	Amount
Hard of Hearing (HH)	\$ 100
(No co-payment required for HH vouchers)	
Deaf/Severely HH	800
Speech Impaired	1,600
Mobility/Motion Impaired	1,600
Deaf with Low Vision	2,500
Deaf and Blind	7,200



How much do I have to pay?

You pay the first \$100 (except for HH vouchers). The voucher pays the rest, up to the maximum voucher amount. If you buy equipment that costs more than the voucher plus your \$100, you also pay the extra charges. For example, if you are deaf or severely hard-of-hearing, you can get a voucher for \$800. If you buy equipment with a total cost of \$918, you will pay \$118.

What if I can't afford the \$100?

The Telecommunication Assistance Program (TAP) may be able to pay the \$100. TAP is a program of the Office for the Deaf and Hard of Hearing (Department of Health & Family Services). TAP is only for persons who are deaf or severely hard of hearing in a low-income household. TAP funds pay the \$100 TEPP co-payment if you qualify.

How do I get TAP to pay the \$100?

The TEPP and TAP application form are combined. For TAP, you must also fill out the household income lines and send a hearing loss certificate. You must add up all income for everyone living in your house. If your total household income meets the TAP income limits, your application will automatically be processed for a TEPP and TAP voucher so your voucher may include the \$100 co-payment. **For questions on TAP, contact:** Office for the Deaf and Hard of Hearing at (608) 266-3118 Voice/TTY.

Equipment Authorized for TEPP Voucher Purchases

Other information on TEPP is available on the web at: <https://tepp.wipfli.com>. Click on "TEPP Information."
Revised December 2009

The voucher categories are: Hard of Hearing (HH), Deaf or Severely Hard of Hearing (D/SHH), Deaf-Low-Vision (DLV), Deaf-Blind (DB), Mobility or Motion Impaired (MI) and Speech Impaired (SI)

HH Voucher (\$100) or D/SHH Voucher (\$800)

Base Devices (Limit 1 base device per voucher)

- Amplified telephone (corded or cordless) with:
 - ≥18dB amplification for HH Voucher
 - ≥40dB amplification for D/SHH Voucher
- TTY--any non-computer based TTY (incl. Pocketcomm)
- TTY Modem and Software
- VCO Telephone/CapTel telephone
- Pocket Speak & Read
- Personal Amplification System/ALD (e.g. Pocketalker or Soundwizard) with direct connect or telelink coupler.

Signalers and other Accessories

- Telephone ring signalers (Limit 1 master signaling device)
- Telephone ring receivers (Limit 3 receivers--flashing, vibrotactile or remote horns)
- Amplified ringer (Limit 1)
- Telephone amplifier: portable or in-line with ≥ 18dB amplification (Limit 1)
- Amplified headset with ≥ 18dB amplification, silhouettes, neckloops, or headsets with T-coil connection and adapter (Limit 1)
- Bed shaker/bed vibrator that connect to telephone receiver (Limit 1)
- Battery charger/sleep alert charger for telephone receiver (Limit 1 per device)
- Strobes (Limit 2)
- Duplex jack (Limit 1)
- Wireless jack (Limit 1)
- Bulb sockets for receivers (Limit 2)
- TTY/TDD compatible line sharing device (Limit 1)

Deaf/Blind Voucher (\$7,200)

Limit 1 base device per voucher.

- Base devices under this category **cannot** be vision based. In addition to the items listed above for the HH and D/SHH Vouchers, approved base devices include:
- Deaf-Blind Communicator
 - Braille TTY

Deaf/Low Vision Voucher (\$2,500)

- Equipment under this category can be vision based. In addition to the items listed above for the HH and D/SHH Vouchers, approved items include:
- TTY with LVD--non-computer based (Limit 1 per voucher)
 - LVD unit for TTY/VCO (Limit 1)
 - Talking caller ID or large display caller ID (Limit 1)

Mobility or Motion Impaired Voucher (\$1,600)

Limit two base devices with a MI Voucher.

- Voice Activated and Hands Free Telephone or Speaker Phone base with speaker in handset

Accessories

- Voice headset (corded or cordless + 1 extra battery, with adapters if necessary) (Limit 1 per base device.)
- Talking caller ID (Limit 1 per base device purchased)
- Wireless jack (Limit 1)
- Duplex jack (Limit 1)
- Activation switches (e.g. pillow switch or air switch) (Limit 1 of each type per base device)
- Lapel microphone (Limit 1 per base device)
- Voice dialer (Limit 1)

Speech Impaired Voucher (\$1,600)

Base Devices (Limit 1 base device per voucher)

- TTY--any non-computer based TTY
- TTY Modem and Software
- Speech Amplified Telephone
- Artificial Larynx--neck or intra-oral
- DAF Fluency System (including telelink coupler)
- Speech Amplification System, non-computer based (including telelink coupler if needed)
- Speech generating communication device, non-computer based (including telelink coupler if needed)

Accessories

- Hearing carryover speakers (Limit 1)
- Duplex jack (Limit 1)
- Wireless jack (Limit 1)
- Speech amplified headset (Limit 1)
- Microphone unit (Limit 1 per base device purchased)

Please Note: Any "promotional groupings" that include both TEPP approved and non-approved equipment will be covered only if the price of the package is less than the cost of the TEPP approved items purchased separately at MSRP.

Equipment not on the list may be covered with pre-approval on an individual case-by-case basis. Contact the TEPP Administrator at (608) 274-1980 Voice, (608) 274-4448 TTY or email TEPP@wipfli.com with any questions.

TEPP Vendor Guidelines

Introduction

The Telecommunications Equipment Purchase Program (TEPP) is administered by the Wisconsin Public Service Commission (PSC) and plays a key role in the PSC's fulfillment of the requirements of the State's Universal Service Fund (USF). Created by the legislature by 1993 Wisconsin Act 496 in Wis. Stat. § 196.218, the USF is designed to ensure access to the telecommunications network by all Wisconsin residents. Like other USF-funded programs, TEPP draws upon money collected from Wisconsin telephone service providers. In the case of TEPP, this money is used to help individuals who are deaf, hard of hearing, speech impaired, or mobility/motion impaired purchase special equipment that will allow them access to telecommunication services.

As a vendor providing equipment to customers through TEPP, you are expected to follow certain guidelines in order to maintain the integrity of the USF. Your written agreement to abide by these guidelines is required prior to the reimbursement of any TEPP vouchers received from your company from July 1, 2004, onward.

Failure to abide by these guidelines on your part may result in disqualification from TEPP program participation. PSC reserves the right to amend these guidelines at any time.

Who Can Be a TEPP Vendor?

In order to participate in TEPP, a vendor must provide the customer with information about specialized equipment and be familiar with a variety of specialized equipment designed to help individuals with hearing, speech, or mobility/motion impairment access the telecommunications network. Vendors are expected to be knowledgeable about equipment that is available for customers in the disability categories they serve.

Any vendor meeting these requirements who is also willing to accept TEPP vouchers, abide by the guidelines listed in this document, and receive reimbursement for the equipment covered by the voucher can participate in the program.

Vendor Responsibilities

As a TEPP vendor, you are responsible for maintaining familiarity with the types of telecommunications equipment approved for purchase with a TEPP voucher as well as the special needs associated with the category of voucher submitted for reimbursement. Please contact the TEPP Administrator at (608) 274-1980 or e-mail TEPP@wipfli.com if you have any questions.

When consulting with a customer, it is your responsibility to assist in identifying user needs and to identify the appropriate equipment for customers using TEPP vouchers. **The objective of TEPP is to meet user needs, not to spend the maximum dollars available on the voucher.** To that end, you must ensure that personnel in all your retail outlets or call centers working with TEPP customers understand the requirements of TEPP. Vendor personnel consulting with customers should possess adequate knowledge to advise customers on program-approved equipment designed for their specific needs.

TEPP Vendor Guidelines

Eligible Equipment

Please contact the TEPP Administrator at (608) 274-1980 or TEPP@wipfli.com for the current list of approved specialized telecommunications equipment for TEPP. This list is also available at <http://psc.wi.gov/>

Pre-Approval Procedures for Other Equipment

Pre-approval must be obtained from TEPP before any equipment not on the above-referenced list is sold to a program voucher holder. Pre approval must be obtained each time a request for equipment not on the list is made. All requests should be submitted in writing (preferably e-mail to TEPP@wipfli.com) and must state what equipment is being proposed and why it is needed by the customer to access essential telephone service. Specific reference must be made to the individual's disability and how the requested equipment addresses his or her special needs that cannot be met by TEPP-approved equipment. This information is necessary for audit purposes.

Pre-approval requests should be made by someone who is familiar with specialized adaptive equipment for the voucher recipient's condition and who is working directly with the voucher recipient.

It is the vendor's responsibility to verify that pre-approval has been obtained. Such requests should not come to the TEPP Administrator from the customer directly.

Equipment Pricing and Shipping

Equipment sold to customers using a TEPP voucher must be provided at the manufacturer's suggested retail price (MSRP) or less. Mark-ups beyond MSRP on equipment sold to TEPP voucher users will not generally be reimbursed. On a case-by-case basis, mark-ups above MSRP may be reimbursed if very specialized equipment is purchased from a distributor that sells the equipment above wholesale price.

Where a shipping and handling charge is added to the MSRP, proof of delivery (e.g., tracking number) is required to show that the equipment was sent to the user. Only one handling charge may be reimbursed for an equipment purchase.

Marketing TEPP

Customers must be informed that they have a right to choose both the equipment they purchase and the vendor they patronize. Marketing that promotes a single product to TEPP customers undermines the objectivity that the program must maintain in order to satisfy the requirements of the USF. When consulting with a customer and before submitting an application on behalf of a customer, you must provide him or her with a list of TEPP vendors to ensure awareness of alternative telecommunication equipment sources. You must also keep on-site a copy of the completed application with the customer's signature. The PSC and the State Legislative Audit Bureau maintain the right to inspect this documentation.

TEPP Vendor Guidelines

Other stipulations applicable to TEPP marketing include the following:

- Only PSC TEPP **unaltered** program applications and materials may be provided to the customer. Additional vendor promotional materials that identify the vendor and contact information must be printed separately and can be appended to the PSC TEPP material.
- Marketing materials prepared by the vendor and relating to the TEPP program must clearly indicate that the equipment eligible for purchase is made available through the Wisconsin Telecommunications Purchase Program and the Wisconsin Universal Service Fund.
- Any promotion of the TEPP-related equipment purchases must clearly indicate that the program serves eligible or qualified individuals with certain telecommunication-related special needs.

Voucher Submission Procedures When Using Medicare or Private Insurance

TEPP is “secondary” to Medicare and private insurance. If a customer using a TEPP voucher is covered by one of these, then TEPP will not pay before payment by these is applied. An invoice and Medicare/Medical Assistance and/or private insurance Explanation of Benefits (EOB) must be submitted to show what the primary (and secondary, if applicable) insurer has paid. TEPP will only allow the total amount billed using MSRP as a guide plus reasonable shipping and handling charges (see “Equipment Pricing”).

Applications Requesting Vouchers Be Sent to An Alternative Location

In instances where a customer wishes to have a voucher sent to a location other than the voucher recipient’s home address, the application must include this request in writing. Such a request must include the signature of the applicant. Vendors completing an on-line application on behalf of a customer must print a copy of the application with such a request and have it signed by the customer. In these cases, a copy of the request must be kept by the vendor for a minimum of three years.

Submitting Online Applications on Behalf of Voucher Recipients

Vendors may submit online applications on behalf of their customers or retail outlets that lack Internet access. In these cases, the vendor must keep on file a copy of the application with the customer’s signature and abide by all applicable non-disclosure, privacy, and HIPPA regulations. This documentation may be requested at any time by the TEPP Administrator and must be provided within a reasonable timeframe.

Filing for Reimbursement

Instructions for filing for reimbursement are listed on the back of the TEPP voucher. Vendors must accurately and thoroughly complete the sections applicable to them. They must also ensure that the voucher is signed and dated.

TEPP Vendor Guidelines

The sales receipt/invoice for the equipment purchased must be submitted along with verification of any shipping charges applicable to the sale (see "Equipment Pricing"). The original (not fax copy) of the voucher must be sent to the Universal Service Fund Administrator as listed on the back of the voucher.

In the event that any voucher sections are not completed, correct documentation is not received, non-approved/over-priced equipment is submitted, or voucher/invoices do not tabulate correctly, the voucher and invoice will not be paid and will be returned to the vendor along with an explanation.

All correctly completed invoices and vouchers received by the 20th of the month will be authorized for payment by the end of the month. Checks are generally sent to vendors by the first week of the following month.

TEPP must not be billed until the voucher recipient has received all of the TEPP-covered equipment. Vendors who provide equipment to their customers in violation of these guidelines **do so at their own risk** as the program does not guarantee reimbursement.

Program Controls

Information provided by TEPP program vendors is subject to audit and verification by the PSC and State of Wisconsin Legislative Audit Bureau. Any attempt to intentionally defraud this program can result in legal action by the State of Wisconsin.

TEPP Vendor Guidelines

Acceptance of Vendor Guidelines

Please indicate your receipt and understanding of these guidelines, as well as your agreement to abide by them, by signing and returning this acceptance page to the following address by June 30, 2004. An addressed, postage-paid envelope has been enclosed for your convenience.

Wipfli LLP
P.O. Box 8700
Madison, WI 53708-8700

Alternatively, you can fax this page to the USF Administrator at (608) 274-8085.

**We have received, understand, and agree to the Vendor Guidelines for the
Telecommunications Equipment Purchase Program (TEPP).**

Company Name

Authorized Representative
Signature

Authorized Representative
Type or Print

Date

Telephone Number

E-Mail Address